



JOB LISTING BOOKLET

Career Gateway @ ServiceSG Centre Our Tampines Hub [24 October]



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

Only for Singaporeans

Content Page

Pages [Click on the specific role to view more details]

#1 Educare Human Capital	3
• Admin Cum Receptionist	3
• Customer Service Officer	3
• FnB Crew	4
• Logistics Assistant	4
• Operations Support Staff	5
#2 Hyve Solutions	6
• Assembly Operator	6
• Quality Inspector	6
• Test operator/RLT	7
#3 MINDSSG	7
• Operations Support Assistant	7
• Teacher	8
• Teaching Assistant	8
#4 Platform&Co	9
• Channel Sales Manager	9
• Engineering Manager	9
• Network Engineer	10
• Product Manager	10
• QC Inspector	11
• Senior Software Engineer	11
• Software Lead	12
#5 e2i SERVICES	13

#1 Educare Human Capital

Since its inception in 2004, Educare Human Capital (EHC) Private Limited has been providing Human Resource (HR) solutions to the schools, as well as Government and private organisations, especially within the Education industry.

EHC serves more than 200 Singapore schools, presenting itself as one of the principal Education Human Resource solutions providers in Singapore.

Beyond the schools, EHC has made its foray into other government sectors and had clinched multiple contracts to provide manpower services for the government ministries and organisations, such as the Ministry of Home Affairs (Commercial Affairs Department), Ministry of Health, Ministry of Finance (VITAL), The State Courts, Singapore Workforce Development Agency and Energy Market Authority. EHC has also explored business opportunities to the private sector within the education realm. EHC has deployed staff to international schools and institutions, which include ISS International School, Hollandse School Singapore, Tien Hsia Language Centre and others.

Even as EHC continues to diversify its business, it never strays away from its founding philosophy and philanthropy. EHC has been and always will be striving to maintain at least 60% of its services to the schools in Singapore, so as to give back to schools and communities, where it shapes destinies through job creation, resolving unemployment and off-loading admin duties of teachers.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Admin Cum Receptionist	Key Responsibilities - Frontline reception counter duties. - Preparation and verification of documents. - Filing and other general admin duties. - Maintain lost and found records, including tallying of the account. - Rendering of basic first aid assistance to students. - Adhoc duties/tasks assigned by the school Pre-requisites - GCE "O" Level. - Preferably first aid trained. - Competent in MS Office preferably proficient user of Excel. - Preferably with customer service experience. - At least 3 years of relevant working experience. - Preferably with prior experience working in a School.	- Working Hours: 7-4am (Timings to be advised by company) - Location/ Postal code: Advised during interview
Customer Service Officer	Key Responsibilities Customer Support & Communication - Handle customer enquiries via phone, email, or system platforms - Provide updates on shipment status, delivery schedules, and order issues - Resolve customer complaints or escalate issues when necessary Order & Shipment Coordination - Process and monitor incoming customer orders in the system - Coordinate with warehouse and transport teams for timely delivery	- Working Hours: 8pm to 8am/8am to 8pm - Location/ Postal code: Advised during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Ensure accuracy of order details, invoices, and shipping documents System & Documentation - Use SAP / WMS (Warehouse Management System) for order processing and tracking - Maintain accurate records of shipments, delivery status, and customer requests - Prepare basic reports on order status or service issues - Internal Coordination - Liaise with warehouse, operations, and drivers to ensure smooth workflow - Follow up on delayed shipments or operational issues - Support operations team during peak periods when needed Service & Compliance - Ensure service level agreements (SLA) are met - Maintain professionalism in all customer interactions - Follow company SOPs and logistics procedures Pre-requisites - Proficient in MS Office - Able to perform overtime when required - Customer service orientated, with good communication and interpersonal skill - Required to have 1 to 2 years of experience in Logistics industry, coordinating logistics	
FnB Crew	Key Responsibilities - Assist with topping up of Yong Tau Foo Ingredients - Assist to maintain restaurant cleanliness i.e. wipe table and chairs, clear tray area, top up of utensils - Assist customers with enquiries - Ad-Hoc store operation duties as assigned Pre-requisites - Minimum PSLE - Food Hygiene Cert is a plus - Comfortable standing long hours	- Working Hours: 10-7:30pm - Location/ Postal code: Advised during interview
Logistics Assistant	Key Responsibilities - Support day to day warehouse operations - Assist to sort through spare parts for manufacturing processes - Good with numbers to sort through different part numbers/SKU for sorting - Assist to pallets of cartons using pallet jack - Support receiving operations Pre-requisites - Minimum 1 year experience in a warehouse setting - Comfortable working at height	- Working Hours: 8am to 8pm - Location/ Postal code: Advised during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Able to carry 15-20kg • Experienced in operating Pallet Jack, Reach Truck or Stacker is advantageous	
Operations Support Staff	Key Responsibilities The services are set out as follows, duties include: • Maintain general cleanliness of school compound including cleaning of CCA venues, staff rooms and special rooms. This will include sweeping, mopping & clearing of rubbish etc • Arranging/re-arranging furniture for meetings/exams/functions as and when required • Moving heavy objects from point to point • Locking/unlocking classrooms • Operate and maintain basic office equipment & materials if required • Any other task assigned by the Reporting Officer Pre-requisites • Ability to communicate effectively and work in teams. • Prior experience in any of the below areas would be an advantage: a. Logistics-related work b. Cleaning duties c. Administrative roles d. School-related experience • Have an acceptable level of fitness and resilience to be able to perform the role effectively. • Ability to work on rotating shifts & Saturdays, if necessary	• Working Hours: 7-4am • Location/ Postal code: Advised during interview

#2 Hyve Solutions

Hyve Solutions transforms complex engineering challenges into production reality for innovators building AI, cloud, and connected infrastructure. Founded in 2011, we deliver speed without compromise through integrated design, engineering, manufacturing, and deployment. We manage the process from concept through production, resolving issues early and eliminating vendor complexity through single-partner accountability across ODM, CM, SI, and deployment. The result: validated infrastructure and fast, predictable deployments for mission-critical environments.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assembly Operator	Key Responsibilities - Assemble chassis and hard drives. - Assemble server racks and cabinets. - Perform server assembly tasks on the production line. - Perform but not limited to unpacking, packaging, rack build - Maintain good housekeeping and 5S standards within the work area to ensure cleanliness and organization. - Work on shifts is a must. Pre-requisites 1-2 years of related working experience. - Technical school, vocational school, or high school diploma and above. - Able to use screwdrivers and assembly tools. - Able to stand for extended periods. - Able to work on ladders/heights. - Basic computer skills required. - Able to lift or move up to 50 lbs	- Working Hours: 12 hrs shift work - Location/ Postal code: S(528760)
Quality Inspector	Key Responsibilities - Conduct product inspections and quality checks. - Assist with failure analysis and reporting. - Maintain good housekeeping and 5S standards within the work area to ensure cleanliness and organization. - Work on shifts is a must. Pre-requisites 1-2 years of related working experience. - Technical school, vocational school, or high school diploma and above. - Basic computer skills. - Able to use torque screwdrivers and multimeters. - Proficient in Microsoft Office applications, including Word and Excel. - Able to maintain accurate and detailed records. - Able to multitask effectively. - Able to work on ladders/heights.	- Working Hours: 12 hrs shift work - Location/ Postal code: S(528760)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Test operator/RLT	Key Responsibilities - Perform setup, testing, and troubleshooting for server systems and rack-mounted products. - Execute and record testing procedures and results according to work instructions. - Support packing, labeling, shipping, and other production-related activities as assigned. - Support BIOS, burn-in, pressure testing, or other technical testing activities when required. - Follow testing processes, safety standards, and operational procedures to ensure product quality. - Maintain good housekeeping and 5S standards within the work area to ensure cleanliness and organization. - Work on shifts is a must. Pre-requisites - At least 1-2 year of related working experience in manufacturing, testing, or production environments. - Technical school, vocational school, or high school diploma and above. - Basic computer and technical knowledge. - Technical background or server testing experience preferred.	- Working Hours: 12 hrs shift work - Location/ Postal code: S(528760)

#3 MINDSSG

MINDS has been caring for Persons with Intellectual Disability (PWIDs) and their families since 1962. Grounded in the belief that all PWIDs have innate abilities and talents, MINDS is committed to empowering them and enhancing their quality of life, while advocating for greater inclusivity for PWIDs as a nation. Today, MINDS is one of the largest charities in Singapore, serving more than 7,000 PWIDs and caregivers every year.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operations Support Assistant	Key Responsibilities - The Operations Support Staff supports the smooth day-to-day operations of the adult services centre through client care, facility management, centre activities and events, and basic administrative duties. - The role includes assisting clients with personal care and mobility, maintaining cleanliness and hygiene, supporting events and centre set-ups, carrying out basic facility and housekeeping tasks, and performing simple administrative duties such as filing, shredding and data entry. Pre-requisites - Completed Primary Education	- Working Hours: 8.30am to 5.30pm - Location/ Postal code: Advised during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Teacher	Key Responsibilities - The role is responsible for planning and delivering engaging, student-centred lessons that address diverse learning needs, using appropriate assessment and instructional strategies to monitor progress and support individual goals. - It involves developing and implementing IEPs and ITPs in collaboration with students, families, caregivers, allied professionals and other stakeholders, while managing classroom routines and complex behaviours to maintain a safe and conducive learning environment. - The role also builds positive relationships with students and families, supports school activities and CCAs, participates in professional learning and school initiatives, manages emergency situations, and carries out daily administrative duties and stakeholder communications to support students' learning and transition outcomes. Pre-requisites - GCE 'A' Levels, Diploma or Degree in any discipline; or - Diploma in Autism, Education or Special Education.	- Working Hours: AM Session : 7.15am to 1.30pm PM Session: 11.30am to 5.30pm - Location/ Postal code: Advised during interview
Teaching Assistant	Key Responsibilities - The Teacher Assistant supports teachers in creating a safe and conducive learning environment by preparing learning materials, assisting students during lessons, and guiding them in completing activities. - The role involves building positive relationships with students, supporting teachers in setting individualised goals, monitoring student progress and behaviour, and implementing behavioural plans under supervision. - The Teacher Assistant is also expected to participate in professional development to continuously enhance their knowledge and skills. Pre-requisites - Minimum GCE 'O' Levels 3 credits; or - Workplace Literacy & Numeracy (WPLN) Level 5 in Speaking, Listening, Reading, Writing and Numeracy.	- Working Hours: AM Session : 7.15am to 1.30pm PM Session: 11.30am to 5.30pm - Location/ Postal code: Advised during interview

#4 Platform&Co

Platform&Co is a Singapore-based boutique recruitment and talent advisory firm, established in 2019, supporting organisations across Singapore and the wider Asia-Pacific region. The firm provides end-to-end recruitment and talent solutions across Technology, Cybersecurity, Engineering, Finance, Supply Chain, Sales, and other specialist functions, partnering with businesses to identify and attract high-quality talent for both technical and non-technical roles.

With a strong regional talent network and market knowledge, Platform&Co focuses on quality, speed, and alignment with clients' business needs, supporting both local and regional hiring across APAC.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Channel Sales Manager	Key Responsibilities We are looking for a commercially driven Channel Sales professional with strong experience in Cybersecurity, IT Distribution, Channel Sales, Partner Management or Vendor Management, and a proven ability to build and grow relationships across the partner ecosystem. - Key focus: Channel development Cybersecurity Solutions Partner Management Revenue Growth Business Development Pre-requisites - Possess at least a tertiary qualification in Information Technology, Computer Science or any other related discipline from a recognized institution. - Have at least 2 years of related working experience in the networking, security or unified communication solutions industry.	Advised during interview
Engineering Manager	Key Responsibilities We are looking for an experienced Software Manager to lead a team of software engineers in designing and delivering scalable, high-quality digital solutions. You will provide both technical and people leadership, overseeing the full Software Development Lifecycle (SDLC) and ensuring that engineering teams follow best practices across software architecture, development, testing, deployment, DevOps, and security. Pre-requisites - Lead, mentor, and develop a high-performing software engineering team, fostering collaboration, innovation, and continuous improvement. - Own the end-to-end delivery of large-scale software projects, ensuring quality, timely execution, effective risk management, and alignment with business objectives. - Provide technical direction throughout the SDLC, from solution design and development through testing, deployment, and ongoing enhancement.	Advised during interview

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Drive adoption of modern software engineering practices, including Gen-AI, CI/CD, code reviews, automated testing, and engineering standards.	
Network Engineer	Key Responsibilities - Work closely with sales and product teams to understand customer requirements and deliver suitable technical solutions, including conducting Proof-of-Concept (POC), preparing technical proposals, and delivering solution presentations and workshops. - Provide pre- and post-sales technical support, as well as support the deployment and implementation of network and network security products. - Stay updated on new and emerging technologies in the market and explore opportunities to introduce relevant solutions to customers, while supporting other duties as assigned. Pre-requisites - Diploma or Degree in Information Technology, Computer Science, or a related discipline. - Candidates should have good knowledge of Security Design Architecture, the OSI and TCP/IP models, Network Security, and networking protocols. - The role requires 1–5 years of experience in IT Security, preferably in a technical role, along with hands-on experience with security technologies such as firewalls and IPS. - Experience in network and/or data center deployment is also required. - Relevant technical certifications in Juniper, Extreme, Nokia, and/or Cisco would be an advantage.	Advised during interview
Product Manager	Key Responsibilities - An exciting opportunity to join a leading technology distribution business and take ownership of the growth and development of a portfolio of Cybersecurity and Network Security solutions. - The Product Manager will work closely with global technology vendors, channel partners, BDMS, Sales, Marketing, Operations and Finance to drive vendor relationships, revenue and profitability, channel enablement and product growth. Pre-requisites - Possess at least a tertiary qualification in Information Technology, Computer Science or any other related discipline from a recognized institution. - Have at least 4 years of related working experience in the networking, security or unified communication solutions industry.	Advised during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
QC Inspector	Key Responsibilities - The QC Inspector is responsible for verifying incoming components and completing the inspection process according to the requirements set by the customer. They are tasked with identifying potential issues, documenting said issue, and routing the product to the next step of the verification process. - This role will function as an inspector with a focus on QC items as needed. Pre-requisites - Match incoming parts to purchase order and customer requirements. - Stock incoming product. - Verify product against data sheet requirements for product verification. - Input product information into receiving system. - Process non-conforming product in line with quality management system. - Label conforming product for packaging according to customer requirements. - Pull stock for shipping. - Fill out inspection reports.	Advised during interview
Senior Software Engineer	Key Responsibilities - Design, develop, test, and maintain secure and scalable software applications and APIs, working in Agile teams across the full software development lifecycle from requirements gathering and design through deployment and support. - Develop backend services and front-end applications using technologies such as C# or Java, while writing unit, integration, and end-to-end tests and supporting CI/CD automation and DevSecOps practices. Troubleshoot technical issues, participate in code reviews, and maintain high engineering standards. - Collaborate closely with Product, QA, DevOps, and other stakeholders to deliver solutions aligned with business needs. - Provide technical guidance, contribute to architecture and design decisions, and mentor or lead engineers where required. Pre-requisites - Degree in Computer Science, Software Engineering, Information Technology, or a related discipline, with at least 4 years of software development experience. - Strong commercial experience in either C# or Java, with a good understanding of object-oriented programming (OOP), REST APIs, microservices, databases, and software development lifecycle (SDLC) practices.	Advised during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Experience working in Agile/Scrum environments, including code reviews, automated testing, and CI/CD pipelines. • Familiarity with Git, Docker, Kubernetes, and cloud/DevSecOps environments is advantageous. • Strong analytical, problem-solving, and communication skills, with the ability to work independently and collaborate effectively with cross-functional teams.	
Software Lead	Key Responsibilities • Lead software teams, projects and workstreams, ensuring timely delivery of secure, scalable and high-quality solutions. Pre-requisites • 6+ years of software development experience and 3+ years in a technical leadership role. Strong experience with C#, Java, TypeScript/Angular, React or Next.js. Good knowledge of software architecture, OOP, REST APIs, microservices, databases and SDLC practices.	Advised during interview

[Click here for Content Page](#)

#5 e2i SERVICES

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

You can also reach them at the following centres (By appointment only):

 e2i Career Centre (DNI) Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607	Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East
 e2i Career Centre (OMB) One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989	Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown
 e2i Career Centre (OTH) ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523	Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines
 e2i Career Centre (WCC) ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900	Operating Hours (Face-to-face/virtual coaching) Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands

NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies

- Subscribe to **PMET Jobs-Alert**
(e.g. Analyst, Engineers, Executives, Technicians, etc.)

<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)

<https://bit.ly/jsc-ja-npmet>



[Click here for Content Page](#)